



General Counsel
Augusta Law Department

The Augusta-Richmond County Consolidated Government is now accepting resumes for **General Counsel**. This position will serve the second largest city in the State of Georgia. Augusta is located along the beautiful Savannah River, which is the boundary line between Georgia and South Carolina. Augusta is widely known for the Augusta National, home of the Masters Tournament.

We are currently striving to enhance the efficiency of our governmental services. This position will serve as a cornerstone as we move forward with providing the highest quality of services to our citizens. This is truly an exciting time to be a part of the Augusta Government!

The principal responsibilities of this position are as follows:

Represents Government, officer and employees in complex court and administrative proceedings. Advises department heads and officials with regard to agenda requests. Approves agenda requests and prepares ordinances and regulations. Renders complex written and verbal legal opinions. Prepares and monitors items for state legislature agenda. Reviews, prepares, and amends contracts and prepares complex cases for trial. Attends County Commission meetings, meetings of authorities, boards and commissions, commission zoning hearings, and staff meetings in order to render legal advice. Updates and maintains high level of professional skills through attending conferences and seminars relevant to law. Performs other related duties as assigned.

The minimum qualifications for this position are a Juris Doctorate Degree. In addition, five or more years in similar position or sufficient experience to perform principal duties and responsibilities of the position. Knowledge of federal and state law and procedure, and Augusta Richmond County ordinances. Knowledge of court procedures. Knowledge and expertise in the principles and practices of law. Skill in oral communication, interpersonal relations, and writing. Skill in conducting legal research. Demonstrated expertise in local government law, litigation and/or related areas of law. Member of the State Bar of Georgia. May supervise and/or train designated subordinate personnel.

The starting salary for this position is negotiable DOQ Open until Filled. If you are interested in this position, please submit your résumé and cover letter to the Human Resources Department, 530 Greene Street, Augusta, GA, 30911, Fax (706) 821-2867.

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